



YOUR CALLING. OUR PASSION.

Records and Registration Office
1111 N. Glenstone Avenue
Springfield, MO 65802
Riggs, Suite 104
(417) 865-2815
FAX: (417) 865-9599

SCHEDULE CHANGE FORM

CAGS students: Please contact your advisor prior to submission

Name: Student ID:

Academic Advisor: Date of Request:

Are you planning to complete your remaining registered courses for the current term? Yes No

Are you involved in athletics? If so, which roster(s)?

Traditional Undergraduate Online Undergraduate Graduate Seminary

COURSE CHANGE INFORMATION

DROP/WITHDRAWAL

Table with 7 columns: Department, Course Number, Section Number, Credit Hours, Course Title, Instructor, Title IV required info (Office Use Only)

ADD

Table with 7 columns: Department, Course Number, Section Number, Credit Hours, Course Title, Instructor, Title IV required info (Office Use Only)

Total credit hours BEFORE request: Total credit hours AFTER request:

SCHEDULE CHANGE INFORMATION

GRADES for withdrawn course:

15-wk course: W (first 9 weeks only), Withdraw Passing or Withdraw Failing (weeks 10 through 14 only). Students may not withdraw after week 9.
5-wk module course: W (first 4 weeks only). Students may not withdraw after the fourth week of class.

REFUND PERCENTAGES for withdrawn course:

Module Course Tuition Refund Policy

- Before first week of class = 100% refund
Before second week of class = 75% refund
Before third week of class = 50% refund
After third week of class = 0% refund

Semester-Long Course Tuition Refund Policy

- First full week of class = 100% refund
After second week of class = 75% refund
After third week of class = 50% refund
After fourth week of class = 25% refund
After fifth week of class = 0% refund

BEFORE DROPPING OR ADDING A COURSE, IT IS RECOMMENDED THAT YOU VISIT OR CONTACT THE FOLLOWING OFFICES REGARDING POTENTIAL IMPLICATIONS:

- Bursar (Riggs 204) Financial Aid (Riggs 202)
Records & Registration (Riggs 104) College of Adult & Grads Studies (AGTS 109)
Seminary Record's Office (AGTS 107) Veteran's Center & International Students (AGTS 127)

SIGNATURES

By signing below, I acknowledge that by dropping enrollment from any course may change my eligibility status for Title IV Federal Financial Aid. If this change results in aid being returned, I will be responsible for any balance due to the university. Questions on this topic will be directed to the Office of Financial Aid.

Student signature: Date:

Advisor/Program Coordinator: Date:

Administrative Only: Date of Determination: Last Date of Participation: